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PPM-003-2003

SUBJECT: USU Policy on Personal Digital Assistants (PDAs)

References: *See Enclosure 1*

A. Purpose

There are two basic classes of PDAs, those using the Palm Operating System (Palm Pilots) and those running Windows CE and Pocket PC (Compaq, HP, Casio). PDAs accessories include wireless connections and modems. PDAs can utilize infrared transport technology that provides the ability to transmit data to other PDAs and their peripherals, thus creating a greater risk of unauthorized reception. All USU employees, students, and contractors will comply with this policy memorandum.

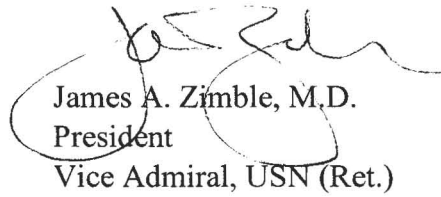
B. Policy and Guidelines

PDAs must adhere to the following guidelines:

- (a) PDAs will only be connected to the USU network upon the approval of the Information Services Management Center (UIS).
- (b) PDAs will not be used to access sensitive administrative information, for example, social security numbers and financial data.
- (c) As with the USU physical network, wireless network authentication must satisfy the password requirements as outlined in the USU Password Policy.
- (d) PDAs must be safeguarded against unauthorized use. A PDA can potentially transmit and receive data from the network without the knowledge of the owner.
- (e) PDAs will not be used with modems to exchange information with the network.
- (f) PDAs cannot 'beam' info to another PC or PDA while connected to the USU Network, to include wireless and infrared.
- (g) Additional clarification or guidance may be obtained from UIS.

(h) UIS is responsible for oversight, compliance, and support of the USU Policy on PDAs. Support can be obtained by contacting the UIS Help Desk, located in Room G007, telephone 295-9800.

C. **Effective Date:** This PPM is effective immediately.



James A. Zimble, M.D.
President
Vice Admiral, USN (Ret.)

REFERENCES

- (a) DoD 5200.1-R, "Information Security Program Regulation," January 1997
- (b) BUMED Information Assurance Security Policy Manual, 23 Jan 2002
- (c) USU Password on Network Password's, August 1, 2003